

Ifield Community College



To Live. To Learn. To Grow.



Student & Parent Handbook



Crawley Avenue, Crawley,

West Sussex RH11 0DB

Telephone: 01293 420500

Website: ifieldcc.w-sussex.sch.uk

Headteacher: Rob Corbett

Table of Content



Mr Corbett’s Welcome Letter.....	3
School Vision.....	4
Meet the Senior Leadership Team	5
Meet the Progress Leaders	6
Meet the Pastoral Managers.....	7
Timings to the School Day.....	8
School Organisation	9
Seven Year Curriculum Journey.....	10
Curriculum Model	11
School Life.....	12
Safeguarding	15
Safeguarding Poster	16
Classroom Expectations	17
Behaviour & Reward System	17
Home School Agreement	18
Uniform.....	19-23
School Bags and Equipment.....	24
Mobile Phones	24
Catering Facilities	25
Reporting an Absence	26
Useful Information	26-27

Welcome from the Headteacher

Dear Parent/Carer and Student,

Welcome to Ifield Community College. We are delighted that you are joining us, and in order to help you and your child prepare for transition into our school we want to do everything we can to make this a smooth process. We are all very aware that this can be both a worrying and exciting time for the parents/carers and students involved.

I have been Headteacher at ICC since September 2014 and I have been really impressed by the students and the dedicated group of staff we have. They are really committed to making sure every student's time at school is happy and that they emerge successful.

We are delighted that the school has just been recognised by Ofsted as a 'Good' school and we are continually working to improve further.

This booklet is designed to provide you with all the information we feel you will need prior to your transition. We ask that you read through the handbook and become acquainted with the information. Further information can be found on our website: <http://www.ifieldcc.w-sussex.sch.uk/>

We look forward to working with you and developing a strong partnership between each student, their parents/carers and ourselves so that every student is able to reach their full potential.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Rob Corbett', written over a horizontal line.

Rob Corbett, Headteacher



ICC - Our vision

To Live. To learn. To grow.

To live.

To experience a wide range of the world's wonders; cultural, human, scientific and technological. To smile and laugh in a respectful, positive community where bright minds and inspiring people are raised. To enjoy and appreciate the rich diversity around us and to value every individual for who they are.

To learn.

To give all students an opportunity to accomplish incredible things through a fair, positive and inclusive curriculum that helps them develop a passion for learning. To have engaging, stretching lessons and a wide choice so that all talents are recognised and flourish.

To grow.

To grow adults who are independent, resourceful, resilient and happy, and a credit to their community. To give the opportunity for all students and staff to develop their skills, knowledge, and understanding for them to grow as individuals and ensure our school continues to grow.



Meet the Senior Leadership Team



Deputy Headteacher:
Mrs Mclver-Wren



Assistant Headteacher:
Mr Laundon



Director of Sixth Form:
Mr Ward



Headteacher:
Mr Corbett



Assistant Headteacher:
Mr Pittaway



**Director of Assessment,
Recording and Reporting:**
Miss Heath



Director of Inclusion:
Miss Hurrell



Deputy Headteacher:
Mr Conlon



Assistant Headteacher:
Mrs Murphy-Dunn



Director of Operations
Mr Hambling

Meet the Progress Leaders



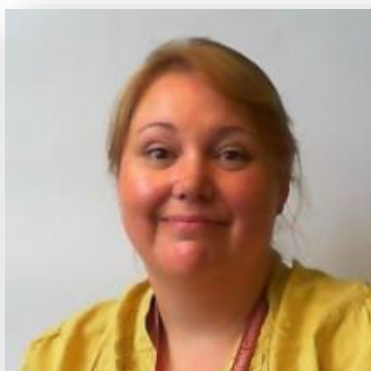
Year 7
Miss Wilson



Year 8:
Miss Woodman



Year 9
Mr Dale



Year 10
Mrs Jarman



Year 11
Miss Martin



Sixth Form
Miss McThredder

Progress Leaders will oversee the academic and social progress of all the students in their year group and arrange suitable support wherever needed.

Meet the Pastoral Managers



Senior Pastoral Manager
Mrs Clarke



Senior Pastoral Manager
Miss Baverstock



Year 7
Mrs Paddington



Year 8
Mrs Butler



Year 9
Mrs Ryan



Year 10
Miss Shaw



Year 11
Mrs Healy



Sixth Form
Mrs Lambert

Pastoral Managers work closely with the Progress Leader to oversee students and be responsible for their welfare, attendance, attitude to learning and enjoyment of school.

Timings of the School day

08:25 am	Start of the day
08:30 am	Registration/Assembly
08:55 am	Period 1
09:55 am	Period 2
10:55 am	Break
11:15 am	Period 3
12:15 pm	Period 4
13:15 pm	Lunchtime
2pm	Period 5
3pm	End of period 5

Progress Mentors

Students register each morning with their Mentor. The Mentor normally stays with the group throughout their journey from year 8 to year 11 so you will be able to build up a good working relationship.

The set of Mentor groups in each year is led by the Progress Leader.

Assemblies

Each year group has one assembly a week.

Assemblies are about humanitarian and moral issues designed to make all our students care about each other. We promote the values of democracy, the rule of law, free speech, tolerance and mutual respect through our assemblies.

School Organisation

Students attending Ifield Community College will be organised into mixed ability mentor groups in years 7 and 8 and in their chosen options classes in years 9, 10 and 11. Their mentor group is the first point of contact for you if you have a query. Staff emails are available through the School website, under '[Contact us](#)'. If you arrive at the school without an appointment, one will be made and you will be asked to return at that time. Due to teaching timetables and safeguarding it is not possible for staff to be available without an appointment.

There are regular opportunities for you to get up to date information on your child's progress at the following events:

Progress Review Days

Progress review days are an opportunity for students to reflect on their progress across all subjects and set themselves targets for future improvement. Where further support and intervention is required, parents and pupils are invited to school for Progress Review meetings. The school timetable is suspended from lunchtime and progress review meetings will take place between 1.30 and 4pm. Students must attend their appointment in uniform and parents are strongly encouraged to attend with them. Students who are not required to attend meetings will be provided with an enrichment task to complete at home.

Parents' Consultation Evenings

This is an opportunity for you to meet each of your child's subject teachers to receive feedback on their progress and to ask subject specific questions. There is one parents' consultation evening a year with an additional evening for Year 7 in the autumn to ensure your child has settled in to school life successfully.

Appointments for Progress Review Days and Parents' Consultation Evenings are made through the [Parents' Evening System](#), our on-line booking System.

Go4Schools

This is the school's electronic data management system. All parents/carers will be able to view information about their child's assessment data which shows their progress in all subjects, attendance, positive rewards and incidents where students have failed to meet expectations, reports and where homework is set <https://www.go4schools.com/>

Dates for the Year

Term dates can be found on our school website where there is also a calendar of school events and key dates. As a local authority school we follow the term dates from West Sussex County Council.

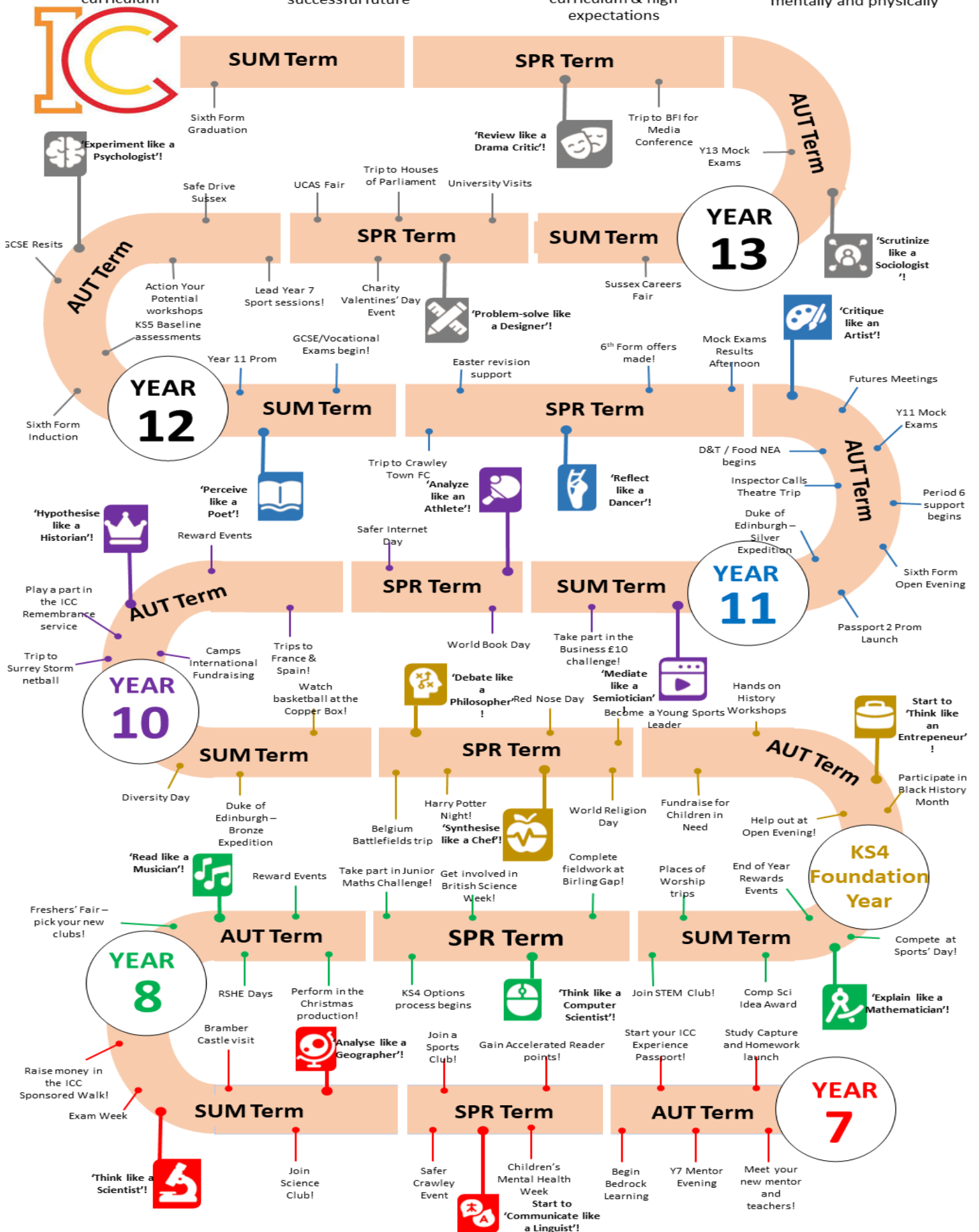
Ifield Community College Our Seven Year Journey

All student will experience a broad, balanced and rich curriculum

All students will leave with the levels of literacy and numeracy required for a successful future

All students will achieve the best possible outcomes through a research-driven curriculum & high expectations

All students will build character and develop culturally, socially, mentally and physically



Curriculum Model

We try to ensure that our curriculum meets the needs of young people, the expectations of universities, schools and employers, and responds to Government legislation and advice to schools. The school follows a two week timetable (A & B). Year 7 and 8 students take most of their subjects alongside the rest of their mentor group whereas Year 9-11 students are placed into one of two bands based on attainment (Band L and Band R). Sixth Form students follow the Key Stage 5 curriculum.

For students in Year 9, 10 or 11 in 2023-24:

All students have studied a wide-range of subject at KS3 including English, Mathematics, Science, Computing/ICT, Spanish, French, History, Geography, Food, Art, Design Technology, Dance, Music, PE, Drama and Philosophy and Ethics.

Students have selected their five KS4 option subjects towards the end of Year 8. This includes a core curriculum of English Language and Literature, Mathematics, Science and PE. A variety of Science courses are offered, which include Triple Science and Additional Science. RSHE is delivered through five dedicated days for the whole school as well as through 'character' sessions during morning mentor time.

For students in Year 7 or 8 in 2023-24:

Students will study their KS3 subjects for three years and will select their KS4 options towards the end of Year 9. From Year 10 the vast majority of students will take one of the Humanities subjects (Geography/History) and three further option choices. For most students one of these subjects will be a modern foreign language. These option choices run alongside our core curriculum of English Language and Literature, Mathematics, Science, PE and RSHE.

Sixth Form (Key Stage 5)

Students currently receive nine hours of taught time per subject per fortnight. There is a large range of subjects on offer covering AS, A-Level and the vocational Level 3 programme.

Homework

We believe that homework plays an important part in developing the right attitude to work and study. It helps the student to learn:

- ◇ Time management
- ◇ Self-organisation
- ◇ Research skills

It also encourages students to develop their creativity. Homework provides a vital opportunity to consolidate learning. Parents can find the homework set on [Go4Schools](#)

School Life

Lockers

Lockers are available for students to keep their books, folders, PE kits and coats in. There is a charge of £25.00 per locker at the start of Year 7, which covers the use of the locker up to the end of Year 11. Lost keys are charged at a rate of £5.00 per key. For students that enrol later than Year 7, lockers will be charged at a pro-rata rate.

The locker remains school property. Where necessary, lockers may be searched.

Printing/Photocopying

Students will be given a set amount of free credit for printing/photocopying at the beginning of each year (September). Students who use up their full free allocation will be able to purchase additional credits through the Finance office.

Practical lessons

Some lessons such as Food Technology, Art and Design and Technology require additional resources in order to deliver the practical element of the subject.

- **Cooking and Nutrition**

Ingredients for practical lessons will be provided by the school at the cost:

KS3 £30 for the year or £10 per term

KS4 £45 for the year or £15 per term

- **Design Technology**

KS3 & KS4 £30 for the year

- **Art and Design Technology**

Year 7-9: A voluntary contribution of £3 towards art materials.

Year 10-13: A voluntary contribution of £5 towards art materials.

Years 9, 10 and 11: Must purchase an A4 sketchbooks at the beginning of the year (and then as necessary) from the department's 'art shop'. The cost is £2.95.

Alternatively, the 'GCSE art pack' can be purchased for £5, which includes the sketchbook and shading pencils, glue, a fine liner, and water colour.

Years 12 and 13: Must purchase an A3 sketchbooks at the beginning of the year (and then as necessary) from the department's 'art shop'. The cost is £5.25.

Payments for practical lessons can be made via ParentPay. We will always work with our parents to ensure all students benefit from a broad and valuable experience of cooking and nutrition, DT and Art.

Physical Education

All students participate in physical education lessons every week unless there is a medical reason why they should not take part. In these circumstances a letter from home must be provided explaining the reason why.

Activities include: Football, Rugby, Hockey, Cricket, Tennis, Table Tennis, Basketball, Volleyball, Cross Country, Athletics, Netball, Rounders, Gymnastics, Trampolining and Badminton.

In addition to this programme, there are inter-form competitions within each year, regular inter-school matches in several sports, after school clubs and practices. All give the students an additional opportunity to take part in team games and further their individual interests.

Philosophy & Ethics

The school is secular and does not seek to promote any particular faith. Philosophy and Ethics lessons are given to all students in Years 7, 8 and 9 with students completing a short-course GCSE at the end of Year 9. Students can choose to carry this onto a full course in Year 10. Students investigate a wide range of philosophical and ethical world views on topics such as life after death, relationships, Christianity and Islam. It gives students the space and skills to consider their own views and compare them to others. Philosophy and Ethics is a required subject. If you do not wish your daughter/son to attend Philosophy and Ethics lessons a letter must be sent to the Headteacher requesting their exemption.

Relationships, Sex and Health Education

Our task is to prepare students for adult life following the statutory guidelines 2020. Therefore all students are taught basic anatomy and physiology of the body, about parenthood and responsibility, about loving and caring for other people. We endeavour to be honest but not provocative so that the children learn without being surprised and we do this by introducing different topics at different times and in different subject lessons and mentor time. For that reason it is not possible to send home notes informing parents on every occasion. If you wish to discuss aspects of this subject or withdraw your child from sex education please contact Mrs Murphy-Dunn at emd@ifieldcc.co.uk

School trips

During the year we arrange trips to enhance students' learning in class. Where there is a charge, costs are kept to a minimum. Details of trips will be provided during the school year along with any related costs.

Extra-Curricular Activities

There are a range of clubs and societies which meet in the lunch break and after school. They are open to all students focusing on sports, music, art, technology, science, drama, dance, homework and computing. Many subject areas stay open after the end of school to allow students to continue their work. However all students are expected to have left the school building by 5:30pm unless agreed by prior arrangements.



There is an active STEM (Science, Technology, Engineering, and Maths) group in each year. These work with the local universities to develop the 'inventors of tomorrow'. During the year there are parent workshops so everyone can take part!

In collaboration with Ardingly College as part of the Ardingly Ifield Solar project we plan to completely transform the STEM bus into a mobile workshop and classroom.



The College Council

All mentor groups are represented on the College Council which meets at least twice a term.

The Council is designed to:

- ◇ Ensure there is a productive two-way dialogue between the school and the students on all matters which are thought to be of importance
- ◇ Help with fund raising activities such as coming up with innovative ideas to raise money , design posters and promote events around the school

LRC - Learning Resource Centre

We have an excellent learning resource centre for students to use during lessons, break and lunchtimes. The centre is also supervised for an hour at the end of the School day on Tuesdays, Wednesdays and Thursdays to allow students to complete homework or coursework assignments. (These dates are subject to change through the academic year). Students will be issued with an ID card for the LRC, which is used to borrow books. Throughout the year the LRC has visits from authors and also runs competitions.

Reading Room

There is a fully equipped with fiction books to foster a love of reading for all students. The Reading room is designed to support the great work students have done in developing their reading skills using Accelerated Reader.

Music tuition

Music tuition in a number of instruments is available through the West Sussex Music Service. Further information is available at <https://www.westsussexmusic.co.uk>.

Music is taught to all students, and there are many opportunities for students to participate in music outside the classroom.

ICT and the use of Computers

Students have access to computers as part of their curriculum and to use around the school for study and revision. Students will be required to sign a Student Network Agreement which sets out guidelines and conditions that students must adhere to. The agreement can be found on our website under 'School Information/School Policies' and is valid for the duration of the students education at ICC. The use of portable memory devices, such as memory sticks are not permitted at ICC. Students are encouraged to save their work to the Microsoft OneDrive. We will assign students with a Microsoft365 account that will entitle them to an email account and use the latest versions of Word, Excel, Outlook, PowerPoint and other Microsoft office programmes

If your child needs help with this, there is information on our website , under 'School information'

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of all students. We want to make sure all our students are safe in school, at home, on line and in the community. We have policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes.

All concerns are passed through members of staff who are trained as 'Designated Child Protection Officers' in school in compliance with the HM 'sharing of information' guidance March 2016. Staff are required to report any causes of concern to the school's safeguarding team.

If you have any concerns about your child, another student or a member of staff at Ifield Community College please contact the designated safeguarding member of staff (DMS) who will be able to provide you with the best advice and help using the appropriate degree of confidentiality.

There are more details on our website under ['Safeguarding'](#)

Safeguarding Team IC

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Designated Safeguarding Lead

Mr K Laundon



We strive to make sure all our students are safe in school, at home, on-line and in the community. Our staff are here to help keep you safe and to promote your personal safety and well-being.

Deputy Safeguarding Leads

Miss R Baverstock

& Mrs G Clarke



We're here to help

Safeguarding Officers



Don't put up with it.
Tell Someone!



Child Protection Policy can be found on the school website:

www.ifieldcc.w-sussex.sch.uk -> Our School -> School Polices -> Child Protection Policy

If the Safeguarding Team is not available, please contact the Head Teacher, Mr R Corbett.

Classroom Expectations

- ◇ Listen to the teacher and each other
- ◇ Focus on your learning and do not stop others learning
- ◇ Arrive on time
- ◇ Wear correct uniform
- ◇ Be equipped for the lesson
- ◇ Follow instructions without challenge
- ◇ Use appropriate and respectful language

Behaviour Guidelines

The full school [Behaviour policy](#) can be found on our website.

The school believes in rewarding good behaviour and attitudes to learning, whilst also providing consequences for poor learning choices to encourage good learning behaviours.

We have produced a simple set of expectations, which are used in every classroom to reward and reinforce positive choices and to ensure that any disruption is challenged fairly but swiftly so lessons progress well. These expectations are listed on the school website.

Each half term students that have shown hard work, positive choices and have a good attendance record are rewarded with reward points. Students that have accumulated enough points have the opportunity to attend a Reward Event at the end of each half term.

Reward System

Students who are meeting classroom expectations receive reward points as follows:	If students do not meet the school's expectations the following consequences apply:
R1 -Positive contribution to the lesson (1 point)	C1 - Verbal warning(-1 point)
R2 - Consistently positive lesson (3 points)	C2 -Final verbal warning(-3 points)
R3 -Sustained positive learning over a series of lessons (6 points)	C3 -Whole school detention (45 mins)(-6 points)
R4 -Great extended work or meeting targets(10 points)	C4-Removal from lesson. (-10 points)
R5 - For great extended work over a series of lessons or	

Consequences cannot be 'worked off' or negotiated.

Consequences are for behaviour choices that disrupt learning.

Detentions and Alternative Provision (AP)

There may be times when your child is required to stay for a detention after school. Parents/ carers will be provided with 24 hours notice of any detention given. If a student fails or refuses to attend any scheduled detention then they will be issued with a new detention that will be held in the Alternative Provision room from 3.00pm to 4.30pm the following day. If a student fails or refuses to attend the detention in the Alternative Provision room, then the school's behaviour policy will be followed and the student will be placed in Alternative Provision the following day as well as completing their 3.00pm to 4.30pm detention.

When a student is placed in AP their breaks will be at a different time to the main school. Parents will be contacted by the AP staff to inform them that their child is in the AP.

Exclusion

Fixed Period: There are extreme circumstances of behaviour that will result in a student receiving an exclusion. If this is the case the parents/carers are informed by telephone by the Assistant Headteacher and then followed by a letter. There are certain behaviours that are unacceptable to the School and will inevitably lead to a 'fixed period' exclusion.

Permanent Exclusion: We are extremely proud of our Pastoral care. However, we cannot accept behaviour that is detrimental to the wellbeing of staff and students. Therefore, the School will permanently exclude any student who over a period of time or through an unacceptable single act leaves the Governors and the Senior Leadership Team (SLT) no other alternative.

Ifield Community College – Home School Agreement

Each child's success is a product of the working relationship between school, parent/carer and student.

The school will

- Provide a learning environment that is stimulating, safe and caring
- Treat everyone with respect
- Ensure that each pupil has the opportunities, support and guidance to achieve their full potential
- Feedback regularly on each pupil's progress
- Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility
- Keep parent/carers informed about school matters, be welcoming to enquiries and responsive to concerns
- Record and reward good behaviour, effort, progress and performance
- Offer extra-curricular activities that will develop broader skills to prepare for life and the world of work
- Uphold standards of behaviour with appropriate consequences
- Inform you of rewards and sanctions

As a parent/carer we will

- Ensure my/our child attends school in correct uniform, arrives on time and is properly equipped for school
- Encourage my/our child to work hard and support them in homework and reading
- Attend parents' consultation evenings and progress review days whenever possible
- Support the school's policies and guidelines as outlined in the school website and parents' handbook
- Allow my/our child to attend off-site visits
- Agree to the sanction policy of the school and support its implementation
- Make sure that time is not taken out of school unless it is unavoidable
- Encourage my/our child to participate in the extracurricular opportunities offered by the school
- Inform the school of any relevant information regarding my/our child

As a student I will

- Be a proud and positive ambassador for ICC
- Work hard in class and at home, so that I can achieve my full potential
- Treat others as I would wish to be treated
- Put the needs of others before my own
- Attend the school in correct uniform, be on time and be properly equipped
- Meet the expectations of BFL, behave responsibly and be respectful to others in the school and in the wider community
- Take part in extra-curricular activities offered by the school
- Care for the environment – in and out of school · Complete homework on time
- Attend detentions and isolation if necessary
- Be someone others can be proud of

Uniform

The school works in partnership with the on line uniform supplier Premier Sports <http://icc-uniform.kitfor.co.uk/> from where the school uniform, Drama and PE kit can be purchased.

For all students:



- Flat, black, plain formal shoes made of leather or similar synthetic material
- White shirt – button at the neck – short or long sleeved (no cap sleeves)
- School tie *
- Plain black V-neck sweatshirt (optional) *
- Blazer – school logo *
- Straight leg black trousers
- Students can wear a black pleated skirt*
- Black , white or grey socks/black thick tights**
- A school bag suitable to carry books
- Students may choose to wear religious headcovers (e.g. turban/ hijab) and those with Afro hair are permitted to wear African headwraps/ durags. These must be plain black or white with no decoration or fringing.



* Items to be purchased through our online supplier Premier Sports.

** Socks must be worn below the knee.

Items such as white shirts and black trousers can be sourced from any retail shop.

Items not permitted:

- Open toe sandals, backless shoes, heeled shoes, canvas, plimsolls, boots or trainer style shoes (including leather styles)***
- Jackets, hoodies, hats, caps (other than those outlined above) and outdoor coats are not permitted inside the building
- Skinny, hipster, ¾ length, leggings, lycra, cotton chino, or any other fashion trousers are not permitted
- Blazers must be school issue with an embroidered badge. No other jacket or blazer is permitted
- Expensive fashion wear is not to be worn and the school will not take responsibility for the loss of such items.
- Jewellery (unless a religious requirement)
- All ear, facial or body piercing are not permitted as it is considered a Health and Safety risk. Students will be asked to remove the piercing, regardless of when the piercing was done
- False nails and extensions are not permitted. This includes acrylic nails.
- Coloured nail polish. Natural colour permitted
- Excessive make up. No heavy makeup or false eyelashes. Discrete makeup will be allowed.
- Tattoos
- Hairstyles or shaved patterns which may cause offence
- Hairbands are to be discreet and not decorative

*** Many manufacturers describe their footwear as 'school shoes'. This can be misleading (see examples of acceptable/unacceptable shoes).

Examples of Acceptable



Examples of Unacceptable



Progress Mentors check daily to ensure students are wearing the correct uniform as outlined above. A parental note must be provided if a student is unable to wear their full school uniform. If a parental note is not provided, students not wearing full uniform will be placed in Alternative Provision until the matter is resolved.

Whilst the advice above intends to cover our experiences of uniform queries it is not a comprehensive list of all possible queries. For items that do not have specific advice we will apply our judgement in line with advice above and the school decision will be binding..

Physical Education Kit

All students must wear their P.E. kit for every P.E. lesson. Watches, valuables (including mobile phones etc.) are to be either left at home or safely stowed in lockers before the beginning of lesson, as P.E. staff are not responsible for any losses.

Kit must be brought to lessons even if there is a valid reason why students are not taking part, as they will be given non-physical roles within the lesson and the P.E. department would not like their school uniform to be damaged or get dirty.

School PE

ICC Required PE Kit

Red polo shirt (PE) - college logo **

Reversible rugby top - college logo *

Black shorts **

Black leggings

Black or white socks **

Trainers - Astro turf trainers suitable for artificial grass, indoor sports hall and field. Plimsolls, vans and converse type trainers are NOT suitable.



Optional Extras

ICC 1/4 PE Top**

Black tracksuit bottoms**

Shin pads **

These are recommended for personal protection in contact sports.

Gum shields **

These are devices used to protect students from injury while playing contact sports



Items marked with * must be purchased through our online supplier .

Items marked ** are recommended to purchase through our online supplier.

The school works in partnership with the online uniform supplier Premier Sports <http://icc-uniform.kitfor.co.uk/> from where the school uniform, Drama and PE kit can be purchased. All other PE essentials can be sourced from any retail shop.



Dance and Performing Arts Kit

All students must wear their Dance kit for every Dance and performing arts, Arts Award lesson. Watches, valuables (including mobile phones etc.) are to be either left at home or safely stowed in lockers before the beginning of lesson, as performing arts staff are not responsible for any losses. Hair that's at shoulder length and longer must be tied up.

Kit must be brought to lessons even if there is a valid reason why students are not taking part, as they will be given non-physical roles within the lesson and the Performing Arts faculty would not like their school uniform to be damaged or get dirty.

Key Stage Three Dance and Performing Arts Kit

- Black polo shirt (Dance) - college logo *
- Black shorts
- Black leggings
- Bare feet



Key Stage Four GCSE / BTEC / RSL Dance

- Black Leotard **
- Black leggings
- Black shorts
- Optional purchase of KS4 Dance fitted T shirt and jumper with personalised initials.
- Bare feet

* The school works in partnership with the online uniform supplier Premier Sports <http://icc-uniform.kitfor.co.uk/> where the KS3 Dance polo shirt can be purchased.

All other Dance essentials can be sourced from any retail shop.

**Personalised KS4 Dance Kit is through school order when your child start KS4 option in Year 9. See Ms Haynes for further details.

Leotards can be purchased from [Move Dance Loren Leotard - Move Dance \(movedancewear.com\)](http://movedancewear.com)

Key Stage Three and Four Drama

School uniform

the lesson.

Students can remove their blazer during

School Bags and Other Equipment

Parents/carers will appreciate that text books are costly so it is important that each student should be equipped with a large strong bag. You are asked to ensure that it is not over-sized but large enough to take a fair number of books and A4 ring binders without bending or distortion. Back packs and messenger bags are our preferred style.

Students are required to have a clear pencil case to carry their equipment. It should contain a minimum of a black pen, a green pen, pencil, ruler, eraser and protractor. Black pens are required for all written work and examinations. Pencil cases containing equipment can be purchased from Finance. (Costs are subject to change through the academic year).

For Maths lessons, it is essential students have a scientific calculator for their lessons. Aurora AX-595TV is the brand we use in school. Students can purchase pencil cases containing equipment and scientific calculators from our Student Reception at a lower price than high street prices.



Mobile Phones

Although students are permitted to bring a mobile phone into school they must be switched off and carried in their school bag or placed in their locker.



Students must not use a mobile phone anywhere in school during the school day, except under the specific direction of a teacher. Any student found using their mobile phone during the school day, including break and lunchtimes will be issued a C3 sanction and may have the items confiscated and returned at 3pm via Student Reception, or a parent/carer maybe asked to come in and collect the devices from the school.

Lost Property

Please remember to name and label all items so it can be returned to the owner. Please enquire at Reception for lost property. Whilst we attempt to make all efforts to find the owners, items are after a reasonable time disposed of.

Care of Property

The County Council has no legal liability to make good personal property damaged, lost or stolen on the premises. It is important therefore that students should not bring money in to the school unless it is for paying for their break and lunch, or school trips. Students should only bring items that are actually required for the school day. Students are not to bring expensive items into school and if they do it is at their own risk.

Catering Arrangements



Students have the opportunity of breakfast before school, choices available are cereals, toast and hot items of food each day, and fruit. During break and lunch time our school catering offers hot and cold healthy nutritional snacks, meals and drinks at affordable prices. Menus on a can be found on our website under : [Catering](#)

Working in partnership with BAM, the School operates a cashless biometric catering system. On receipt of a completed consent form, students will have their thumb measurement taken enabling them to access the biometric system. Where consent is not given, students will be allocated a PIN. Once the biometric account is set up, cash can be added manually using the revaluation (paying in) machine located in the school atrium.

Alternatively, parents/carers can set up a ParentPay account to pay online for their child's school meals. Parents/carers will be provided with a letter when your child starts giving instructions on how to set up an account. For the first few days of attendance you may wish to provide your child with cash to pay in to the revaluation machine.

The tills in the canteen will not accept cash.

Free school meals are available for eligible students. More information and application forms are available from the School office, our website or can be completed online via the West Sussex County Council website/ Free School Meals. Students who are eligible for free school meals will have their accounts credited on a daily basis with the appropriate amount which must be spent on that day.

Packed Lunch

Students are welcome to bring a packed lunch to school. However, parents are requested to ensure they provide a healthy lunch. Crisps, sugary snacks and fizzy drinks are not permitted.

We have water fountains around the school building. Students are encouraged to refill their water bottles at the start of the school day, at break and at lunchtime for use during the day.

For the safety of the students they are not permitted to leave the school premises during break or lunch times.



Communications

As a paperless school, we strongly encourage parents/carers who are listed as priority one and two contacts to register an email with the school. If you do not have access to an email address, please contact the school to organise paper copies of important communications in the form of letters home to be sent home via your child.

We also communicate important reminders and news items through our school website and Facebook Page.

Absences

If a child is poorly we like to know immediately so that we can account for their absence. There is an absence line available for parents to call on 01293 842936 and leave a message or you can send an email to: absence@ifieldcc.co.uk . Parents/carers must report their child's absences every day for safeguarding reasons.

Every absence by a student must be covered by a note written by the parent/carer. This should be given to their progress mentor on their first day back in school.

Students that are absent for more than 3 days may be asked to provide medical evidence.

It is an expectation that all students achieve 95% or above attendance in an academic year.

Term Time Holiday Requests

The school does not authorise any holiday requests during term time. Under the new regulations, which came into effect on 1st September 2013, Head Teachers are no longer permitted to authorise any leave of absence during term time unless there are exceptional and/or unavoidable circumstances. It is anticipated that such situations will be rare and any requests must clearly demonstrate why circumstances are exceptional/unavoidable and can only be undertaken in term time.

First Aid

Any student taken ill is looked after until a parent/carer can come and take the child home, or until the child is well enough to return to lessons. We do not send sick children home without permission from parents. Students are not permitted to contact parents themselves, they must report to the medical room.

Minor accidents and injuries do inevitably happen but they are dealt with on the spot by our trained first aiders. It is important that the School has an up to date telephone number for home, work or family members so that we can contact parents/carers in an emergency.

Medication

Most children will at some time in their school career have short term medical needs which involve the administration of medication, such as finishing a course of antibiotics. Some children will be prescribed medication on a long term basis, including reliever inhalers for asthma. Whenever possible, parents/carers should ask their doctor to prescribe medication in dose frequencies which can be administered outside of school hours.

The [Managing Medicines Policy](#) is available on the school website.

If a student has been advised to wear non-uniform footwear due to a medical condition or serious injury then a note from a medical practitioner must be provided. The non-uniform footwear must be black.

Bicycles

Students can cycle to school and secure their bicycles in the bicycle sheds at the back of the school.

Parents are asked to make sure that the bicycle is roadworthy, to impress on the child the need for the greatest care and to encourage him/her to take a cycling proficiency course and test as soon as

possible. In line with the Highway Code, all cycles must have two working brakes.

The importance of proper lights and visible jackets during the winter is clear.

Reflective bands are to be encouraged.



All cycles should be padlocked; combination locks are not recommended. All

accessories should be removed from the bicycles before being left in the sheds. The sheds are locked in the morning and are re-opened at the end of school day. If a bicycle is required before the end of the day please see reception who will assist you.

Bus

Metrobus route 3 operates the route passing the school. The bus stops are located just outside on Crawley Avenue.

Car

Parents/carers may drop and pick up their children outside the school. Please be advised that at the start and end of the school day the road into the school becomes very congested.

Walking

Many of our students walk to and from school. There are several entrances into the school:

1. Entry from Crawley Avenue. We ask that students are aware of the dangers associated with this busy road and only cross over at the traffic lights
2. Subway from The Dingle or Quantock Close, West Green
3. Pathway from The Mill Primary
4. The pathway from Lady Margaret Road. To safeguard our students this entrance is locked from 9am-3pm.

